

SECURITY INFORMATION

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**Office Memorandum • UNITED STATES GOVERNMENT**  
ADMINISTRATIVE SERVICE

TO : Chief, Records Management and  
Distribution Branch  
FROM : Chief, Mail Control

DATE: 29 May 1952

SUBJECT: Weekly Report, Mail Control Section

1. [ ] courier, reported for duty with  
the Mail Control Section on Thursday, 22 May 1952.

2. A prospective employee, [ ] was interviewed  
on Monday, 26 May 1952, regarding a courier position. He was  
then directed to the Personnel Office, North Building.

3. Because of the shortage of personnel, the Courier Unit  
on Monday, 26 May 1952, found it necessary to cancel the morning  
State run and the first Pentagon run. [ ]

4. On Monday, 26 May 1952, the lists of names of  
addressees which appear on the incoming (undelivered) mail were  
forwarded to the CIA Personnel, Covert Personnel and RI/OSO  
Divisions.

6. On Tuesday, 27 May 1952, a phone call was received  
from [ ] the OCD Liaison Division, advising of the  
change in the pick up arrangements for the Daily Telecon,  
effective Wednesday, 28 May 1952.

(a) All Top Secret Couriers were advised of  
these changes by memorandum, dated  
Tuesday, 27 May 1952.

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